

RESOLUTION NO. 2005-06

A RESOLUTION TO AMEND THE TOWN OF SILVERTON'S JOB CLASSIFICATION SCHEDULE AS IT RELATES TO THE CLASSIFICATION AND JOB DESCRIPTION FOR THE POSITION OF PUBLIC WORKS DIRECTOR.

WHEREAS, the Board of Trustees of the Town of Silverton, Colorado, a body politic and corporate, wishes amend the Town's classification and job description for the position of Public Works Director;

WHEREAS, the Board of Trustees has the power and authority to amend job descriptions and job classifications pursuant to Section 31-15-101, C.R.S., and the Town's Job Classification and Compensation policies adopted thereto;

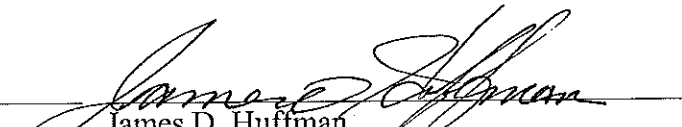
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO, THAT:

- (1) The attached APPENDIX A, JOB CLASSIFICATIONS, is hereby adopted and the Clerk-Treasurer is hereby instructed to incorporate the attached JOB CLASSIFICATION schedule into the Town's JOB CLASSIFICATION AND COMPENSATION PLAN, dated June 24, 2002.
- (2) The attached JOB DESCRIPTION, PUBLIC WORKS DIRECTOR, is hereby adopted and the Clerk-Treasurer is hereby instructed to incorporate the attached JOB DESCRIPTION into the Town's JOB CLASSIFICATION AND COMPENSATION PLAN, dated June 24, 2005.

APPROVED AND MADE EFFECTIVE THIS 13th day of July, 2005.

ATTEST:


Tracy Boeyink
Town Clerk-Treasurer


James D. Huffman
Mayor

APPENDIX A

JOB CLASSIFICATIONS

| <u>JOB CLASSIFICATION</u> | <u>JOB TITLE</u> |
|---------------------------|--|
| GRADE 01 | Administrative Clerk Custodian |
| GRADE 02 | |
| GRADE 03 | Laborer |
| GRADE 04 to GRADE 09 | |
| GRADE 10 | Library Assistant |
| GRADE 11 to GRADE 15 | |
| GRADE 16 | Code Enforcement Officer |
| GRADE 17 to GRADE 18 | |
| GRADE 19 | Ski Tow Operator |
| GRADE 20 to GRADE 22 | |
| GRADE 23 | Recreation/Events Coordinator |
| GRADE 24 | Librarian |
| GRADE 25 to GRADE 27 | |
| GRADE 28 | Building Inspector |
| GRADE 29 to GRADE 31 | |
| GRADE 32 | Maintenance Worker |
| GRADE 33 to GRADE 34 | |
| GRADE 35 | Library Director |
| GRADE 36 | |
| GRADE 37 | Assistant Municipal Judge |
| GRADE 38 to GRADE 40 | |
| GRADE 41 | CONTROL GRADE Building & Grounds Superintendent |
| GRADE 42 | |
| GRADE 43 | Recreation Director Senior Maintenance Worker |
| GRADE 44 | Chief Building Official |
| GRADE 45 | Clerk-Treasurer |
| GRADE 46 | |
| GRADE 47 | Public Works Foreman |
| GRADE 48 to GRADE 51 | |
| GRADE 52 | Planning Director |
| GRADE 53 to GRADE 55 | |
| GRADE 56 | Municipal Judge |
| GRADE 57 | |
| GRADE 58 | Public Works Director |
| GRADE 59 to GRADE 66 | |
| GRADE 67 | Administrator |

JOB DESCRIPTION
PUBLIC WORKS DIRECTOR

POSITION TITLE: PUBLIC WORKS DIRECTOR

JOB CLASSIFICATION: GRADE 58

FLSA CLASSIFICATION: NON-EXEMPT

SUPERVISOR: BOARD OF TRUSTEES VIA THE MAYOR

SUPERVISORY RESPONSIBILITIES: SUPERVISES THE WORK OF ALL EMPLOYEES IN THE PUBLIC WORKS DEPARTMENT.

DUTIES:

- ** Director of the Public Works Department: has general charge of and responsibility for the Public Works Department and its employees, equipment, facilities, and activities, including the Water Diversion, Treatment and Distribution System; Wastewater Collection and Treatment System; Streets; Parks; Buildings and Grounds; Cemetery; and Sanitary Transfer Station.
- ** Management: performs all duties, keeps all records, and has such powers as are necessary for the proper management and operation of the Town's wastewater collection and treatment system; domestic water diversion, treatment and distribution system; streets and alleys; parks; cemetery and holding facility; and town properties.
- ** Administration: administers and enforces the provisions of the Town's Public Improvement Development Standards, and assures that construction complies with the provisions of said standards.
- ** Quality Control: Collects all water and wastewater samples as required by State and Federal laws, permits, and/or regulations; arranges for lab testing of samples; and reports test results to the appropriate agency(s).
- ** Maintenance: maintains all departmental equipment, tools, records, inventories, facilities, and properties, as necessary for proper administration and operation of the department.
- ** Property Management: oversees the general operation and maintenance of all Town properties.
- ** Budget and Expenditures: prepares requested annual budgets for the department and its various operating funds; authorizes and tracks all expenditures of the department in conformance with approved budgets and budgetary controls.
- ** Supervision: supervise employees of the Public Works Department in accordance with the provisions of the Town's Personnel Policies.
- ** Staff Advisor: advises the Town Administrator, Town Board of Trustees, the Public Works Committee, and the Buildings and Grounds Committee in all matter related to the operations of the Public Works Department.
- ** Other Duties and Responsibilities: carries out other duties and responsibilities as assigned or necessary for the proper conduct of town business and proper operation of the Public Works Department.

MINIMUM QUALIFICATIONS

- ** High school diploma or GED Certificate plus at least five years of work experience in street construction and maintenance, water system maintenance, sewer system maintenance, or a related field. A Bachelor's or advanced degree in public administration, civil engineering, or a related field may substitute for experience at the rate of one year of schooling for one year of experience.
- ** Motivation and ability to acquire necessary water and wastewater certifications within a reasonable time period from the date of employment.

- ** Organizational, planning, and managerial skills necessary to direct and supervise the overall operations of the public works department.
- ** Ability to work efficiently, effectively, and responsibly with elected/appointed officials, employees, and the general public.
- ** Knowledge of water and wastewater systems and their construction, maintenance, and operation is necessary.
- ** Knowledge of street and bridge construction and maintenance is preferred but not mandatory.
- ** Good driving record and ability to obtain a CDL license within a reasonable time period from the date of employment.
- ** Ability to access all properties, buildings, and facilities of the Town; to access and operate trucks, graders, loaders, backhoes, and other equipment; and to climb in and out of trenches, manholes, and other confined work areas; to climb ladders, stairs, and uneven terrain; and to lift, maneuver, and transport up to 70 pound loads.